

CITY OF COLLEGE PARK
MARYLAND PUBLIC INFORMATION ACT

Fee Schedule

There are occasions when fees may be charged to produce documents requested under the Maryland Public Information Act. It is the policy of the City of College Park to require prepayment of such fees, notify the applicant of the fees incurred, and that said fees must be paid in full prior to the release of the documents. The fee schedule is below. All fees should be paid through the City Clerk's office.

- Copies: The first 10 pages are free; thereafter, copies are 10¢ per page. The actual cost will be charged when outsourced.
- Staff Time: The first two hours are free; thereafter, \$12/hour is charged for staff time for search, preparation and production of records for inspection and copying. Different charges may apply if staff members with certain expertise are utilized.
- Copy of audio on cassette tape: \$5.00 per tape (in-house) or actual cost when outsourced.
- Copy of audio on CD: \$2.00 per CD (in-house) or actual cost when outsourced
- Copy of video on DVD: \$2.00 per standard DVD (in-house) or actual cost when outsourced (special dual-layer DVDs, if needed, are \$7.50 each).
- Copy of meeting on video (VHS) tape: \$20.00 per tape (in-house) or actual cost when outsourced.
- Payment shall be made in cash, by credit card, or check payable to "City of College Park" and must be received before the documents are released.

If you have any questions about the administration of the above guidelines, please do not hesitate to contact the City Clerk's Office at 240-487-3501.

Effective June 19, 2007
Updated September 2010